

What Should Be in Each Portfolio Entry?

Rhode Island Department of Education

Explanation and Considerations for Use

This checklist, written by the Rhode Island Department of Education, monitors the completion of the entries. This tool is useful for advisors, parents and students to ensure that they are making progress toward the completion of a graduation portfolio. This list should *not* be used to determine whether the work meets proficiency requirements. Other judgments will be made as to the quality of the work. This checklist is simply to monitor if the entry has the required components.

This tool was created and/or compiled by The Rhode Island Department of Education and The Education Alliance at Brown University, with the generous support of the Bill & Melinda Gates Foundation.

<http://www.ride.ri.gov/highschoolreform/dslat/>
October, 2005



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- Each entry in the portfolio needs information to put the student work in context. The entry should include:
 - Student Work
 - Summary of the task
 - Date entry was finished
 - Signature of teacher or other person responsible for task
 - A list of proficiencies met in the task/project (combination of GSEs, *Common Core*, New Standards, local expectations). This can be indicated in the reflection or in the grading rubric.
 - Student reflection includes:**
 - Brief description of work
 - Explanation of why the piece is in the portfolio
 - Reflection on the learning process
 - Description of how this work meets the required proficiencies
 - Teacher(s) / advisors validate / agree that work is a good demonstration of the standard
 - Rubrics, comments, check that entry met certain level on school-wide rubric
 - Outside Evaluation/Assessment if appropriate

***Note: this is the reflection for a specific entry in the portfolio.*

These individual reflections may be helpful in creating the overall reflection. The portfolio will have two types of reflection: the reflections on each entry, and the overall reflection. The reflections on each entry are important, because they are usually written at the time the work is completed. Thus, the reflections help the student remember what he or she learned in this particular activity.